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OF THE AIR FORCE**

AIR FORCE INSTRUCTION 34-146

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Services



AIR FORCE ENTERTAINMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. It describes the Air Force Entertainment Program, including the Air Force Talent Search and Tops in Blue. All programs are conducted free from discrimination and provide equal opportunity to all Air Force personnel and their families for participation, regardless of race, color, religion, sex, age, or national origin. This instruction applies to all Air Force personnel including the Air Force Reserve (AFR) and the Air National Guard (ANG). Proposed major command (MAJCOM) supplements or related directives must be sent to Air Force Personnel Center, Services Directorate, Entertainment Branch (AFPC/SVPCE), 2261 Hughes Avenue, Suite 156, Lackland AFB TX 78236-9854, for prior approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) by using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route Air Force Form 847s from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This Instruction requires collecting and maintaining information protected by the Privacy Act of 1974, System of Records Notices F033 AF B, Privacy Act Request File, and F036 AF PC Q, Personnel Data Systems apply.

SUMMARY OF CHANGES

This revision changes this publication from an AFMAN to an Air Force Instruction (AFI) and realigns it under AFPD 34-1. It changes all "Services Squadron or Division" to "Force Support

Squadrons/Divisions;” changes all reference to the “Armed Forces Professional Entertainment Overseas” to “Armed Forces Entertainment;” changes all references to the “Air Force Worldwide Talent Contest” to the “Air Force Worldwide Talent Search;” reassigns responsibility of the entertainment program to the Community Services Flight; removes reference to any mode of airlift other than Defense Business Operating Fund Flights; provides guidance on insurance for rental of off-installation facilities; instructs contestant’s home units to use Air Force Form 988, *Leave Request/Authorization*, for documenting permissive temporary duty (TDY); makes AFPC/SVPCE the only source for obtaining commercial airlift for contestants participating in competitions; indicates means of reimbursement for use of privately owned conveyance and updates all reference AFI’s and Department of Defense Instructions (DoDI)s.

Chapter 1

AIR FORCE ENTERTAINMENT PROGRAM

1.1. Purpose of the Program. The Air Force Entertainment Program provides quality entertainment to the military community through music, theater, commercial entertainment, and touring shows. Directing, musical arranging, staging, etc., are integral parts of this program.

1.2. Program Objectives:

1.2.1. Developing individual talents and skills through professional instruction, direction, and opportunities to perform.

1.2.2. Stimulating spectator interest by promoting high production standards.

1.2.3. Promoting maximum participation through a variety of programs.

1.2.4. Assisting with community relations.

1.3. Program Responsibilities. Personnel assigned to the Force Support Squadron (FSS), Community Services Flight, generally conduct this program, although other FSS flights, along with other military and civilian agencies, may provide support and assistance.

1.4. Extent of Program. The Air Force Entertainment program serves all eligible personnel as described in AFI 34-262, *Services Programs and Use Eligibility*. Activities include but are not limited to: performing arts, commercial entertainment, films and video in Services facilities, and Air Force talent programs. Each activity is interrelated and equally important to the total entertainment program. This instruction excludes the Armed Forces Entertainment Program. Guidance for the Armed Forces Entertainment program can be found in AFI 34-126(I), *Armed Forces Entertainment Program*.

1.5. Facilities. The Community Center, Installation Theater, outdoor areas, mobile units, or other adaptable areas or facilities are used to support this program.

1.6. Financial Guidance. The Air Force Entertainment Program is authorized appropriated funds (APF) and nonappropriated funds (NAF) according to AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)*, and AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. When propriety of funding is in question, refer specifics to the installation NAF Accounting Office and/or the appropriate MAJCOM/AFPC office.

1.7. Equipment. Allowance Source Code 410 lists the equipment for this program.

1.8. Military Airlift Transportation:

1.8.1. Civilian entertainers and celebrities, military member entertainers, and civilian contractor support personnel of entertainer units may travel on Defense Business Operating Fund flights according to DoD 4515.13-R, *Air Transportation Eligibility*.

1.9. Military Ground Transportation. Official ground transportation is authorized. The installation commander may authorize commercial or interagency transportation in lieu of military-owned motor vehicles.

1.10. Shipment of Property. Equipment and supplies used for this program are authorized official military transport in accordance with AFI 65-106.

1.11. Air Force Bands. Air Force bands, including instrumental combos and individual musicians, are authorized for contests, concerts, dances, and other functions in support of the entertainment program.

1.12. Admissions. The installation commander may authorize admission charges for entertainment programs except TOPS IN BLUE performances, any level of the Air Force Talent Search, or United Services Organizations (USO) and Armed Forces Entertainment Showcases.

1.13. Awards. Awards are authorized for contestants competing in entertainment program activities in accordance with AFI 34-201.

1.14. Material and Manner of Presentation:

1.14.1. Installation entertainment program must meet the standards established in accordance with AFI 34-262.

1.14.2. An author has the right to have his or her work presented as written. Therefore, censorship of any musical or dramatic work is not permitted once a royalty clearance is received. If portions of the work are found unsuitable, the work should not be presented. The FSS Commander/Civilian Director or Deputy approves selected materials during program planning to avoid last minute cancellations.

1.14.3. Hypnosis or any type of act resulting in participants temporarily losing control of any part of their mental faculties is not allowed.

1.15. Off-Installation Performances and Employment. Installation commanders may authorize presentation of entertainment programs in the local civilian community or at nearby military installations if the performances are in the best interest of the Air Force.

1.15.1. Every effort should be made to use authorized appropriated funds to pay rental or other fees associated with securing the use of off-installation facilities for this purpose.

1.15.2. Since the Air Force is self-insured, commercial insurance is not required when appropriated funds are used for rental of the facility. If appropriated funds are unavailable, the use of NAFs must be approved in advance per AFI 34-201.

1.15.3. The off-duty employment or use of enlisted personnel for off-installation entertainment, with or without remuneration, is governed by DoD 5500.7-R, *Joint Ethics Regulation (JER)*.

1.15.4. Participation in any public event for entertainment purposes is authorized only if admission, seating, and other accommodations and facilities connected with the event or activity are available to all without regard to race, religion, color, sex, age, or national origin. Participation is not authorized if it would benefit or favor a commercial venture or support commercial advertising, publicity, promotional activities, or events.

1.16. Clearances, Royalties, and Copyrights. Almost all theatrical stage presentations, music, sound recordings, films, or videos have copyright protection under the law in regard to use, duplication, or presentation of the material.

1.16.1. NAFIs must obtain performance releases or licenses as necessary for presentation of literary material (musical or non-musical) by an amateur theater, dinner theater, or community theater project. No other performance releases or licenses will be requested or obtained from copyright holders without prior approval of AFPC/SVPCE and AF/JAA-S (forward requests to AFPC/SVPCE). NAFIs may not make any contract or commitment on behalf of a private organization. Final agreements must be coordinated with the servicing legal office prior to signature. Only NAFs may be used to pay for licenses for NAFIs.

1.16.2. A sponsoring activity must verify that performance licenses exist when professional entertainment groups are contracted for performances on an installation. Attach the performance license certification to the contract.

1.16.3. Charging admission for locally produced musical or dramatic performances is authorized.

Chapter 2

AIR FORCE TALENT SEARCH

2.1. Contest Objectives. Specific objectives include:

- 2.1.1. Identifying outstanding Air Force talent.
- 2.1.2. Providing team members for TOPS IN BLUE productions.

2.2. Rules For All Levels of Competition. Specifics on conducting all levels of competition within the Air Force Talent Search are released annually by letter based on type of event to be conducted.

- 2.2.1. Contestants will not use the competition as a means of expressing their beliefs or promoting a cause dealing with political, ecological, religious, racial, or ethnic subjects. A contestant can be disqualified by violating any contest rule or using unacceptable material, as determined by the judges.

2.3. Installation-Level Talent Competitions. Installation-level competitions are recommended for identifying competitors for the Air Force Worldwide Talent Search. Installation contests will be open to all Air Force FSS eligible users. However, only active duty personnel may be nominated for a higher level of competition.

2.4. Submitting Nominations to Compete. Nominations for competing in the Air Force Worldwide Talent Search (open to all active duty Air Force, Air Force Reserve and Air National Guard personnel) may be submitted by an individual applicant or by the installation FSS. The installation FSS will provide instructions and specific forms required in the nomination. These nomination forms will be mailed to AFPC/SVPCE or submitted through the TOPS IN BLUE official website, <http://www.topsinblue.com>.

2.5. Air Force Worldwide Talent Search.

- 2.5.1. AFPC annually selects the number of contestants to participate in the competition.
- 2.5.2. Contestants advancing to the Air Force Worldwide Talent Search must be personally available and receptive to selection for the TOPS IN BLUE team.
- 2.5.3. All individuals compete based on the following criteria:
 - 2.5.3.1. Individual talent.
 - 2.5.3.2. Versatility to perform other talents.
 - 2.5.3.3. Attitude.
- 2.5.4. Winners will be announced at the conclusion of the competition. The members of the TOPS IN BLUE team will be announced through their MAJCOM and installation commanders.

2.6. Responsibilities.

- 2.6.1. AFPC.

2.6.1.1. Establishes procedures, provides guidance, determines schedules, and selects officials, judges, and contestants for entry into and conduct of the Air Force Worldwide Talent Search.

2.6.1.2. Funds the worldwide level of competition.

2.6.1.3. Makes transportation arrangements for all personnel to and from the competition.

2.6.1.4. Approves and coordinates all media requests to televise or broadcast all or part of the worldwide competition.

2.6.2. Installation project officers.

2.6.2.1. Announce the Air Force Talent Search schedule (open to all active duty Air Force, AFR and ANG personnel.)

2.6.2.2. Assist contestants in preparing materials necessary for selection to the Air Force Worldwide Talent Search.

2.6.2.3. Submit nomination video tapes, resumes, and letters of commitment (open to all active duty Air Force, AFR and ANG personnel) for all military participants to AFPC/SVPCE or submitted through the TOPS IN BLUE official website, <http://www.topsinblue.com>.

2.7. Fiscal Support. The Air Force Talent Search is an official Air Force program and is authorized support according to AFI 65-106 and AFI 34-201.

2.8. Travel Orders. Installations use AF Form 988 to place all worldwide-level contestants on permissive temporary duty according to AFI 36-3003, *Military Leave Program*. Personnel assigned to the Air Force Worldwide Talent Search host installation and competing in the contest are detailed by a letter signed by their unit commander to the host installation project officer for the period of the competition.

2.9. Competition Transportation. AFPC/SVPCE will provide all air transportation to the worldwide-level competition. Ground transportation may only be used when approved in advance. Reimbursement for ground transportation will be made according to the current Department of Defense (DoD) Travel and Transportation Allowance Rate for Privately Owned Conveyances.

Chapter 3

TOPS IN BLUE

3.1. Purpose of the Program. The purpose of TOPS IN BLUE is to entertain Air Force military personnel and their families stationed throughout the world.

3.2. Program Objectives.

3.2.1. Provide a source for quality entertainment at Air Force installations with priority given to remote and isolated locations.

3.2.2. Provide opportunities for Air Force personnel to develop and exhibit their talents as entertainers and technicians.

3.2.3. Motivate individuals to participate in installation entertainment activities on a continuing basis.

3.2.4. Enhance community relations and recruiting opportunities through performances open to the civilian community.

3.3. Selection of Personnel. The TOPS IN BLUE team is selected by AFSVA/SVPCE and a panel of entertainment specialists. Selected personnel will be placed on permissive TDY during the time period covered by the tour.

3.4. Logistical Support. Specific requirements for hosting each TOPS IN BLUE show are provided in the annual TOPS IN BLUE operations plan.

3.5. Arrival of Unit. Approximate installation arrival times will be provided in the transportation and show schedule located in the TOPS IN BLUE operations plan.

3.6. Lodging of Touring Unit. The quality of lodging facilities provided the team directly affects the success of the tour and quality of installation performances. The unit will be block-booked as a group by the TOPS IN BLUE tour coordinator through the installation project officer.

3.7. Performance Times. All performance times will be as indicated on the transportation and performance schedule in the TOPS IN BLUE operations plan unless a request to change the time is approved by AFPC/SVPCE.

3.8. Electrical Requirements. Project officers ensure specific electrical requirements outlined in the TOPS IN BLUE operations plan are provided.

3.9. Audiences. AFI 34-262 is used for determining attendance at these events. Tickets will not be used without approval of AFPC/SVPCE.

3.10. Funding. TOPS IN BLUE is an official Air Force program and is authorized funding support according to AFI 65-106 and AFI 34-201.

3.11. Insurance. Insurance for rental of off-installation facilities must be in accordance with [paragraph 1.15.2](#) of this instruction. In cases where there is no alternative to using a NAF contract, the proposed contracts must be forwarded to AFPC/SVPCE at least 45 days prior to the intended performance date. This requirement for prior review and approval is limited to contracts for off-installation facilities, and does not apply to contracts for other goods and

services needed for the performances involved. AFPC/SVPCE will coordinate with AFPC/SVC (Air Force NAF Purchasing Office).

3.12. Performance Locations. Facilities with tiered seating and a raised stage are preferred for TOPS IN BLUE performances. In order to accommodate the largest military audience possible, hangars, gymnasiums, outdoors, and off-installation sites are encouraged. A standby indoor facility must be available as backup if outdoor performances are scheduled. Performances in Clubs or Community Centers require approval from AFPC/SVPCE.

3.13. Responsibilities.

3.13.1. AFPC.

3.13.1.1. Conducts the annual Air Force Talent Search as the source for team members.

3.13.1.2. Selects team members and provides professional direction in forming a contemporary showcase.

3.13.1.3. Determines the extent and scope of the annual program in conjunction with performance requests from MAJCOMs and available funding.

3.13.1.4. Recommends the necessary funding required for operating the program and coordinating and monitoring all matters related to the tour and team.

3.13.1.5. Establishes an itinerary to ensure maximum performances within the time available.

3.13.1.6. Establishes production and logistic support requirements to be provided by host installations.

3.13.1.7. Establishes guidelines relative to the presentation of all TOPS IN BLUE performances, including performance locations and starting times.

3.13.1.8. Provides necessary press kits, publicity materials, and information to host installations.

3.13.1.9. Arranges for all transportation within Continental United States and Overseas Continental United States for TOPS IN BLUE program.

3.13.2. MAJCOM/A1:

3.13.2.1. Assigns a project officer to resolve any matters pertaining to the TOPS IN BLUE program at respective locations within the command.

3.13.2.2. Submits priority requests for performances at locations within the command.

3.13.3. FSS Commander/Civilian Director.

3.13.3.1. Publicizes the TOPS IN BLUE program and encourages personnel to participate in all talent searches leading to selection of TOPS IN BLUE team members.

3.13.3.2. Assigns a project officer to coordinate all matters pertaining to the TOPS IN BLUE performance at his or her location.

3.13.3.3. Establishes an installation project committee consisting of representatives from all appropriate agencies to assist the project officer in coordinating support requirements.

3.13.3.4. Ensures compliance with all host installation production and logistical requirements as listed in the TOPS IN BLUE operations plan.

3.13.4. Host Installation Project Officer.

3.13.4.1. Coordinates all actions required to provide host support requirements as listed in the TOPS IN BLUE operations plan.

3.13.4.2. Obtains approval (verbal approval is sufficient) from AFPC/SVPCE when performances are scheduled in the local community. The request must indicate:

3.13.4.2.1. The lack of a suitable on-installation facility to accommodate the large audience anticipated.

3.13.4.2.2. Military personnel have unrestricted admission to the local community facility.

3.13.4.2.3. The facility is in close proximity to the installation.

3.13.4.2.4. First priority and reserved seating for military personnel and their families is arranged.

3.13.4.2.5. Special transportation is available for on-installation personnel.

3.13.4.3. Acquires approval from AFPC/SVPCE for scheduling performances in conjunction with any income-producing function or any activity which has a restricted attendance.

DARRELL D. JONES

Lt Gen, USAF

DCS, Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

AFPD 34-1, *Air Force Services*, 2 November 2012
AFI 34-126(I), *Armed Forces Entertainment Program*, 28 February 2005
AFI 34-201, *Use of Nonappropriated Funds*, 17 June 2002
AFI 34-262, *Services Programs and Use Eligibility*, 27 June 2002
AFI 36-3003, *Military Leave Program*, 26 October 2009
AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)*, 6 May 2009
DoD 4515.13-R, *Air Transportation Eligibility*, 1 November 1994
DoD 5500.7-R, *Joint Ethics Regulation*, 1 August 1993

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 988, *Leave Request/Authorization*

Abbreviations and Acronyms

AF/JAA—S – Headquarters United States Air Force, Services Law Division
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFR—Air Force Reserve
ANG—Air National Guard
APF—Appropriated Fund
DoD—Department of Defense
DoDI—Department of Defense Instruction
FSS—Force Support Squadron
JER—Joint Ethics Regulation
MAJCOM—Major Command
MWR—Morale, Welfare and Recreation
NAF—Nonappropriated Fund
NAFI—Nonappropriated Fund Instrumentality
OPR—Office of Primary Responsibility

TDY—Temporary Duty

USO—United Services Organizations